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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, PPS

DATE: 9 August 1956

FROM : Chief, LAS

SUBJECT: Weekly Activities Report

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A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

One time-consuming activity this week has been responding to inquiries for interpretation of the "5% policy."

Some of the variations that have been indicated by conversations we have had are:

1. To report only hours spent in the scheduled aspects of types of training authorized by the Regulation (essentially, classroom hours).
2. To report only training received during duty hours (excluding, for example, evening courses at local universities).
3. To report hours of classroom time for participation in local university night-school classes, encouraging employees to take these courses at special Agency expense even when courses more suitable in terms of proffered justifications are available within the Agency without additional cost, or when, in the opinion of OTR, the requested training is uneconomic in terms of return for the investment of Agency money and the individual's time.
4. To report prescribed "homework time" only when preparation is allowed during duty hours.
5. To report prescribed "homework time," regardless of whether preparation is performed during or after duty hours, or at all. (For example, participation in a 10-hour-a-week language course to be reported as not less than "25 hours," and possibly more, depending on interpretation.)

Questions that have been asked on interpretation include:

1. May participation in a recognized training course during military leave for active duty be counted?

NO

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2. May external, on-the-job training that normally would be arranged by the component concerned without cost to the Agency and consequently without formalization as an official training activity as an apprenticeship type of assignment with a newspaper production and publishing concern be formally recognized by training request and reported toward fulfillment of requirement under the "5% principle?" **NO**

Other questions that may be expected are:

1. Inasmuch as travel time during the day involves time away from duty for purposes of training, may this be reported as part of the total? **NO**

2. May time spent in a university educational program at personal expense be counted? **NO**

3. May the duty time spent in recognized and approved training of a JOT on detail to a component outside of OTR be counted towards fulfillment of that unit's responsibility under the "5% principle?" **NO**

4. When full-time training (40-hour week) requires regular additional evening work, may the total be counted? **?** ILLEGIB

5. May time spent in the Language Laboratory, or at home, in an approved self-study language program be counted? **?**

6. May time spent in approved area familiarization programs be counted? **yes**

7. May time spent in research when such is a required part of an approved academic program or when research is the total activity approved by OTR be counted? **yes**

8. May the time be counted when an employee takes leave-without-pay to participate in a formal academic program, as graduate study in a university or attendance at one of the command and staff colleges? **NO**

X Obviously there is much confusion and general lack of uniformity. It is evident that there is needed a clear and detailed interpretation of the intent of the policy and precise directions for its application. This honest confusion seems sufficiently significant to warrant top-level clarification of intent.

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At the request of [redacted], we have completed some estimates of the numbers of Agency personnel who will be participating in full-time training during the quarter ending March 1957. Broken down by full-time trainees

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in internal language programs, Senior Defense Colleges, and other external training, we have projected the numbers who will be participating for at least 30, 90, and 180 days from each of the principal Agency components. These data have been turned over to the OTR Registrar for consolidation with other enrollment information.

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Dr. Paul M. A. Linebarger of SAIS lectured in [] course on Northeast Asia, on 1 August, to a full classroom. His subject was "Political Developments from 1932 to 1950 in East Asia." On Friday, 3 August, Mr. William Magestretti and Mr. Harold Jacobson, of OIR, State, conducted a panel discussion of "Political Developments, 1950 to 1956."

25X1 The detailed schedule for the area portion of the first integrated language-area program, [] has been completed by [] and will appear in the August Training Bulletin. 25X1

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25X1 While at [] last Thursday and Friday, [] discussed at some length with [] and others the possibility of coordinating area training with operations training, so that operations training is tied more directly to the actual facts that have to be dealt with. Emphasis, in any such undertaking, would of necessity be placed upon the cultural and sociological aspects; that is to say, the effort would have to be made to instruct personnel in the behavioural environment in which he would be working.

25X1 The third of the series of operational excursions for the full-time [] class took place on 30 July. [] together with their two native speakers, [] took the four members of the class on an all-day trip to a place in the Virginia countryside, on the Shenandoah River. [] was, as usual, the sole medium of communication during the entire trip. Besides being an interesting way of alleviating classroom monotony by a change of locale, the trip afforded opportunity for conversation based on a number of new scenes and different kinds of activity. Among the topics covered were farms and their inhabitants; cars and connected problems, including asking and giving directions; food and its preparation; swimming, diving and boating; and of course, all the complicated logistical planning required to get eight people picked up, transported, fed and brought back. This outing was eminently successful. It brought forth from one student the comment that for the first time he actually found himself thinking in [] for fairly long stretches of time, and this is after all our purpose.

25X1 Current enrollment in internal language training programs is [] in classes and [] in self-study. During the past week, the language laboratory was used for a total of [] hours by [] students.

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